

Construction Inspector Quantitative Core Competencies

The Quantitative Core Competencies must be obtained in the order as outlined below:

Pay Step 1:

A Construction Inspector - Step 1 shall, at the end of their one year probation period, be able to consistently perform at the following level:

- Achieve an average of 8 inspections at least 70% of workdays
- Achieve a complaint response time of 10 days or less in 75% of cases and
- Follow up on orders or violations to correct in 75% of cases

In addition to meeting the Quantitative Core Competencies the inspector must complete the following

- Complete one day of "ride-along" cross training with every other regularly appointed construction inspector assigned to the Construction Trades Division prior to the end of their probation period.

A Construction Inspector – Step 1 coming out of the probation period is expected to meet a minimum standard of qualitative requirements. The focus shall be on learning not only the code, but the policies and procedures within the department in how those codes are enforced. It is expected that an inspector at this level will be focusing more on residential properties versus commercial buildings. Mentorship with experienced inspectors shall begin on high value/high complexity projects.

Pay Step 2:

To advance to Construction Inspector - Step 2, an inspector at step one must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Achieve an average of 9 inspections at least 80% of workdays and
- Achieve a complaint response time of 10 days or less in 75% of cases and
- Follow up on orders or violations to correct in 75% of the cases

In addition to meeting the Quantitative Core Competencies the inspector must complete the following

- Pass a Milwaukee Code of Ordinances open code exam.
- Complete one day of "ride-along" cross training with the following departments:
 - o Residential Code Enforcement
 - o Commercial Code Enforcement
 - o Special Enforcement

The inspector must have completed the Step 1 Qualitative requirements and one additional set of Qualitative requirements.

An inspector at step two is someone becoming more comfortable handling work load. The inspections per day is starting to increase at this time. It is expected that commercial alterations are increasing in the mix of the type of inspections that this inspector performs. Mentorship with more experienced inspectors shall increase exposure to more complex projects.

Pay Step 3:

To advance to Construction Inspector - Step 3, an inspector at step two must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Achieve an average of 10 inspections at least 80% of workdays and
- Achieve a complaint response time of 10 days or less in 80% of cases and
- Follow up on orders or violations to correct in 75% of the cases

In addition to meeting the Quantitative Core Competencies the inspector must complete the following:

- Pass a Milwaukee Public Library offered Computer Course titled "Email Basics", or an equivalent course.
- Complete one day of "ride-along" cross training with the following departments:
 - o Electrical
 - o Plumbing
 - o Sprinkler

The inspector must have completed the Step 1 Qualitative requirements and two additional sets of Qualitative requirements.

An inspector at step three is someone that is increasing their proficiency in the mechanical systems in commercial buildings. It is expected that an inspector at this level is regularly handling commercial and HVAC alterations of small to medium size. Their effectiveness in the field allows a higher level of inspections per day. They are working alongside more experienced inspectors on the most complex projects available.

Pay Step 4:

To advance to Construction Inspector - Step 4, an inspector at step three must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Achieve an average of 10 inspections at least 80 % of workdays and
- Achieve a complaint response time of 10 days or less in 85 % of cases and
- Follow up on orders or violations to correct 80 %

In addition to meeting the Quantitative Core Competencies the inspector must complete the following:

- Pass a Milwaukee Public Library offered Computer Course titled "Intro to Word", or an equivalent course.
- Complete a minimum of two weeks of cross training with the plan review department

The inspector must have completed the Step 1 Qualitative requirements and three additional sets of Qualitative requirements.

An inspector at step four is comparable to one at step three with the exception that they are expected to take an active role in mentorship of less experienced inspectors. They will be a resource for less experienced staff and help share their knowledge of complex projects and code questions. Understanding building and mechanical plan reviews becomes critical in the mentorship process. The inspector at this level shall be proficient at new construction commercial buildings.

Pay Step 5:

To advance to Construction Inspector - Step 5, an inspector at step four must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Achieve an average of 9 inspections at least 85% of workdays and
- Achieve a complaint response time of 10 days or less in 90% of cases and
- Follow up on orders or violations to correct in 85% of cases

In addition to meeting the Quantitative Core Competencies the inspector must complete the following:

- Pass a Milwaukee Public Library offered Computer Course titled "Intro to Excel", or an equivalent course.
- Complete one day of "ride-along" cross training with the following departments:
 - o Boiler
 - o Elevator
 - o NIP

The inspector must have completed the Step 1 Qualitative requirements and four additional sets of Qualitative requirements

An inspector at step five shall be inspecting increasingly complex and time consuming projects. The requirements of inspections per day begin to decrease to leave more time in the day for mentorship of less experienced inspectors. The inspector at this level shall be proficient in level 3 alterations and changes of use conversions in both new and existing buildings.

Pay Step 6:

To advance to Construction Inspector - Step 6, an inspector at step five must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Achieve an average of 8 inspections at least 90% of workdays and
- Achieve a complaint response time of 10 days or less in 90% of cases and
- Follow up on orders or violations to correct in 90% of cases

The inspector must have completed the Step 1 Qualitative requirements and five additional sets of Qualitative requirements.

An inspector at step six shall be the “go to” inspector for any residential or commercial project in the city. They are expected to mentor to less experienced inspectors to prepare them to advance in the career ladder and become fully competent inspectors. Inspections per day decrease with the understanding that the types of projects this inspector will regularly work on may be time intensive.

NOTES

For the above Steps in the Construction Inspector Career Ladder and all Trades Division Career Ladders

“Follow-up on orders” means:

- 1) Open orders in which the order due date (plus any extensions) has been timely reinspected (30 days or less from due date, or extended due date).
- 2) The order has been acted upon, order has been abated, referred for to court action, moved into the monthly reinspection program, referred to contractor, record closed or dismissed.